



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/02-032KRH

OPENING DATE : 10/02/02

CLOSING DATE : 11/04/02

POSITION : Logistics Assistant

SERIES AND GRADE : GS-0303-6/7/8 (FPL: GS-08)

NUMBER OF VACANCIES : One

SALARY RANGE : \$28,253 - \$45,206 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Management

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : Present and former Federal employees with competitive status within the Washington, DC commuting area.

SUMMARY OF DUTIES: Employee is a Logistics Assistant in the Logistics Section of the Office of Management of the Financial Crimes Enforcement Network. Processes travel authorizations; obtains passports and country visas; secures building services; assists in building facilities matters; tracks, issues and controls personal property; purchases equipment and supplies; administers the transportation subsidy fare cards and parking tags, and a variety of other logistics functions. Provides advice and assistance to FinCEN staff, develops procedures, establishes files and other records systems, maintains logs, prepares reports, and interfaces with vendors. Requires frequent lifting of materials and equipment up to 20 pounds and occasionally up to 50 pounds.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

For GS-06:

1. Knowledge of administrative processes, including such activities as setting up and administering systems for tracking and controlling information – assuring that requests meet procedural and policy requirements, setting up files and logs, and preparing reports. (Applicants must describe relevant experience with administrative processes.)
2. Oral communication skill in dealing with a variety of internal and external officials to obtain and relay information on sensitive matters. (Applicants must address the category of people with whom relevant oral communications was conducted and the nature and purpose of the communication.)

3. Knowledge of logistics activities – dealing with such concerns as building facilities, space utilization, equipment servicing, travel requests, property management, public transportation incentives program, mail and supplies, and small purchases. (Applicants must address their experience relevant to these types of functions.)
4. Written communication skills – ability to prepare reports and analyses, and procedural issuance and to compose correspondence. (Applicants must address their experience in composing such written materials.)

For GS-07:

1. Knowledge of administrative processes, including such activities as setting up and administering systems for tracking and controlling information – assuring that requests meet procedural and policy requirements, setting up files and logs, and preparing reports. (Applicants must describe relevant experience with administrative processes.)
2. Oral communication skill in dealing with a variety of internal and external officials to obtain and relay information on sensitive matters.
3. Knowledge of logistics activities – dealing with such concerns as building facilities, space utilization, equipment servicing, travel requests, property management, public transportation incentives program, mail and supplies, and small purchases. (Applicants must address their experience relevant to these types of functions.)
4. Ability to deal accurately and effectively with numbers indicating volume and dollar amounts and make calculations of ratios and percentages. Experience in purchasing/acquisition functions is a plus. (Applicants should indicate their experience and/or education relative to handling activities involving quantitative matters.)
5. Written communication skills – ability to prepare reports and analyses, and procedural issuance and to compose correspondence. (Applicants must address their experience in composing such written materials.)

For GS-08

1. Knowledge of administrative processes, including establishing and administering procedures for controlling and tracking actions, preparing user guidelines, developing reports, and monitoring compliance. (Applicants must describe relevant experience with administrative processes.)
2. Oral communication skill in dealing with a variety of internal and external officials to obtain and relay information on administrative matters. (Applicants must address the category of people with whom relevant oral communications was conducted and the nature and purpose of the communication.)
3. Knowledge of logistics activities – dealing with such concerns as building facilities, space utilization, equipment servicing, travel requests, property management, public transportation incentives program, mail and supplies, and small purchases. (Applicants must address their experience relevant to these types of functions.)
4. Ability to deal accurately and effectively with numbers indicating volume and dollar amounts and make calculations of ratios and percentages. Experience in purchasing/acquisition functions is a plus. (Applicants should indicate their experience and/or education relative to handling activities involving quantitative matters.)
5. Written communication skills- ability to prepare reports and analyses, and procedural issuances and to compose correspondence. (Applicants must address their experience in composing such written materials relevant to administrative program operations.)

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position that may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program.

Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

This position has promotion potentials to the GS-08

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper and submit a copy of their current performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume and a copy of their college transcript, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials must be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/02-032KRH
P.O. Box 39
Vienna, VA 22183-0039**

For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.

For additional information, please call Eileen Brown (703) 905-3710. TDD (703) 905-3839

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes.

Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.